Name. _____ Grade. _____

5

Smithdeal's

Practical & Progressive

Writing Books,

BY C. N. Smithdeal, FOR

Public & Private Schools.

P. F. Johnson Publishing Co.

Richmond, Va.

Description of Smithdeal's Writing Books.

The Smithdeal Series of Writing Books embraces six numbers, so graded in size of writing and the character and difficulty of copies as to meet the needs of writing students of all ages.

Book 1 contains all the small and capital letters and the figures. The main features of the book are word building, the placing of small letters and their corresponding capitals in juxtaposition, and the introduction of the simplest punctuation marks.

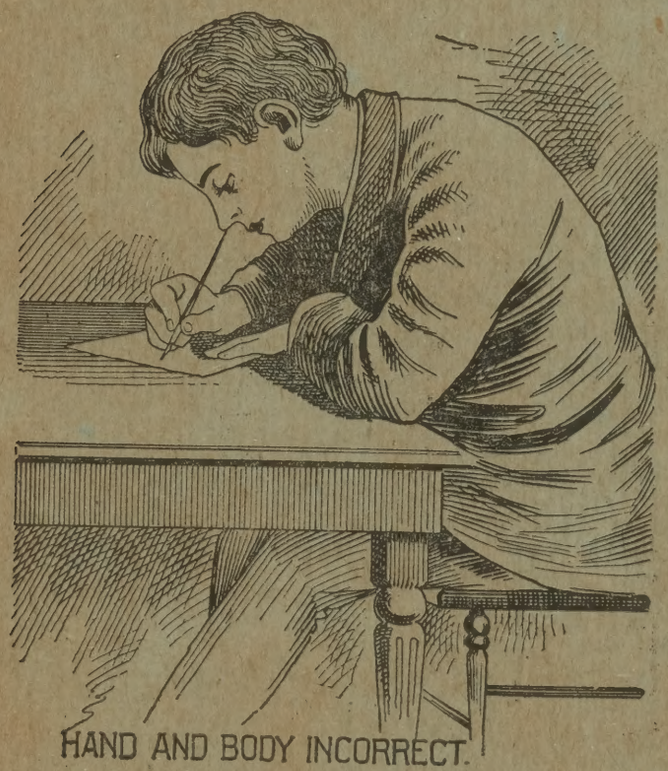
Book 2. The copies in this book embrace short statements of a profitable character, the simplest punctuation marks and the use of the four arithmetical signs.

Book 3 includes short but interesting historical statements, simple business sentences, and several additional punctuation marks.

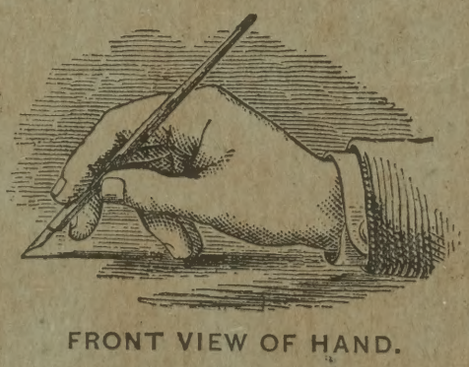
Book 4 is a collection of choice one and two-line quotations from standard authors.

Book 5 contains "Dictation Exercises" treating of interesting persons and events, and a series of social forms, including social letters, formal and informal notes, headings and endings of letters, and superscriptions.

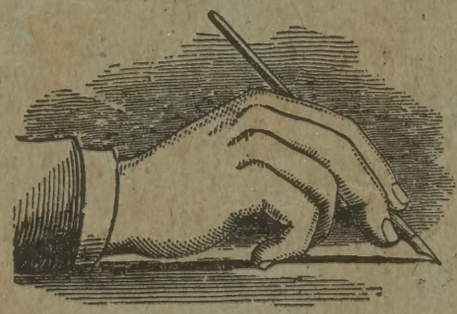
Book 6 is a book of business forms in ordinary use. It includes notes, drafts, checks, advertisements, telegrams, &c.



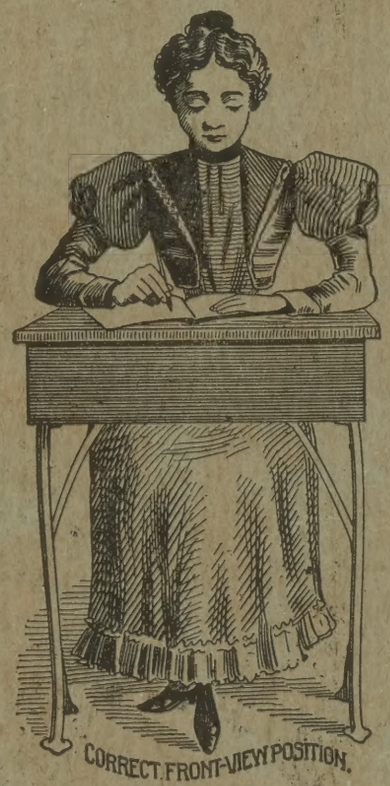
HAND AND BODY INCORRECT.



FRONT VIEW OF HAND.



BACK VIEW OF HAND.



CORRECT FRONT-VIEW POSITION.

CORRECT SIDE-VIEW POSITION.

Instructions.

From an experience of sixteen years as teacher of penmanship, the author believes that lengthy or detailed instructions are not even read by the average student. Therefore these instructions are made as brief as possible, in the hope that they may not only be read but studied and applied in the practice of each student who wishes to write a legible, rapid, smooth hand, and to give his writing an attractive appearance.

Position.—This is an important matter and hence the several accompanying illustrations are given in the hope that they will greatly help the student secure correct position with hand, arm and body.

An easy and nearly erect position at the desk is best for the health as well as for the writing. Let the feet rest flat on the floor, under the desk. The right side may be inclined to the desk, though the front position is strongly advised in preference to either side position.

Wield the pen with the right hand and arm, if possible. Keep the paper in such position that when the writing hand is in the middle of the page, the right edge of the paper and the right edge of the arm will be parallel.

Pen-Holding.—The first and second fingers naturally form a slight fork

Under what circumstances was "The Star Spangled Banner" written?

DICTATION EXERCISE.— *Francis Scott Key wrote the song during the British attack on Fort McHenry, in Baltimore Harbor, 1814. The song commemorates his morning and evening watch for the "Stars and Stripes" to appear on the Fort, while he was confined on the enemy's vessel, during the engagement. He was rewarded by seeing the American flag floating from the Fort in token of victory.*

The pupil will write on the lines below, at the teacher's dictation, the printed matter. Indent the beginning of the first line. Write the copy twice if there is sufficient room.

Name the largest city, river, ocean, lake and island in the world.

DICTATION EXERCISE.—*London, the largest city in the world, has a population of over four millions. The Missouri-Mississippi, the longest river, is 4,500 miles long. The Pacific Ocean is as large as all the other oceans combined. Lake Superior, the largest fresh water lake, has an area of 31,500 square miles. Greenland, the largest island, has an area of 830,000 square miles.*

John C. Calhoun, of South Carolina, was a contemporary of Henry Clay and Webster—all great statesmen.

DICTATION EXERCISE.—Calhoun lived 1782-1850. He was Vice-President of the U. S. under Adams and Jackson, and was associated in public life with Henry Clay and Daniel Webster. Edward Everett once exclaimed: "Clay, Calhoun, Webster! Clay, the great leader; Webster, the great orator; Calhoun, the great thinker!"

Rome, capital of Italy, is famous for art, ruins and fine buildings.

DICTATION EXERCISE.—*Rome is the home of the Pope, the head of the Roman Catholic church. The Vatican, his palace, contains thousands of rooms, the most valuable picture gallery in the world, and a museum of statuary nearly a mile long. St. Peter's cathedral is the grandest in the world. It is in the form of a Latin cross and covers five acres of ground. Workmen have houses on its roof and live there to keep it in constant repair.*

Matthew Fontaine Maury, who is called "The Pathfinder of the Sea," was born in Virginia, 1806.

DICTATION EXERCISE.—*Maury was an eminent geographer and astronomer, and made many valuable contributions to naval science. Cyrus W. Field, who laid the Atlantic Cable, said at a dinner given to celebrate the first cable message sent across the Atlantic: "Maury furnished the brains; England gave the money; I did the work."*

The legislature of a state meets at the capital city, in the capitol building.

DICTATION EXERCISE.—Words sounded alike but not spelled alike are called Homonyms, of which the following are examples: THEIR duty lies not here, but THERE. The PRINCIPAL thing to remember is the PRINCIPLE involved. The STATIONERY was spread out on a STATIONARY platform. He used many COARSE words in the COURSE of his remarks. He WON only ONE of the prizes. The WRIGHT did RIGHT to WRITE out the RITE of the church.

The career of Henry W. Grady, of Georgia, was brief, but brilliant.

DICTATION EXERCISE.—Grady lived 1851-1889. At the time of his death he was the editor of the Atlanta Constitution, and was, perhaps, the foremost orator, statesman and editor of the South. His addresses and editorials were noted over the entire country for their impartial, brilliant and incontrovertible logic. A monument has been erected to his memory in Atlanta, Ga.

Wherein lies the difference between a monarchy and a republic?

DICTATION EXERCISE.—Under a monarchy, the supreme power is inherited in succession by the descendants of a ruler, and is held for life. A republic is a government in which the ruler is selected by the people or their representatives for a certain length of time. The republican form of government prevails in the New World; the monarchical, in the Old World.

When was the first Declaration of Independence declared?

DICTATION EXERCISE.—In Mecklenburg County, N. C., May 20, 1775, the people passed resolutions asserting their right and intention to govern themselves. Later, July 4, 1776, in Independence Hall, Philadelphia, a Declaration of Independence was passed and signed by the thirteen colonies.

Who compose the Congress of the United States? What are its duties?

DICTATION EXERCISE.—Congress is the national law-making body, and is composed of a Senate and a House of Representatives. This body meets the first Monday in December of each year, in the Capitol at Washington, D. C. Each state sends two senators and a number of representatives in proportion to its population. The members of the Senate are elected by the state legislatures, and the members of the House, directly by the people.

Theodore O'Hara, a prominent Southern poet, the son of an Irish exile, was born in Kentucky, 1820.

DICTATION EXERCISE.—"The muffled drum's sad roll has beat
The soldier's last tattoo;
No more on Life's parade shall meet
That brave and fallen few.

"On Fame's eternal camping ground
Their silent tents are spread,
And Glory guards with solemn round
The bivouac of our dead."

Model for beginning Social Letter:—No. 1.

235 Michigan Ave.,
Chicago, Ill., June 3, 1898.

Dear Frances,

Your welcome letter, etc.

Model for ending Social Letter:—No. 1.

Your sincere friend,
Hattie R. Haynes.

Miss Frances Leonard,
Zanesville, O.

Model for beginning Social Letter:—No. 2.

Xenia, Mo., Sept. 3, '98.

Dear Uncle Edward,

You may expect me to-
morrow on the 4:30 P. M. train, &c.

Model for ending Social Letter:—No. 2.

Your loving niece,
Grace E. Harrington.

Mr. E. B. Adamson,
St. Louis, Mo.

Model for leginning Business Letter:—No. 1.

800 La Salle St.,
Chicago, Ill., Feb. 2, '98.

E. J. Underwood, Esq.,
351 Water St., New York.
Dear Sir:—Your favor of the 21st. &c.

Model for ending Business Letter:—No. 1.

Yours very truly,
Waller, Bates & Co.

Model for beginning Business Letter:—No. 2.

Troy, N. Y., Oct. 1, 1898.

Messrs. J. Yerrold & Co.,
Birmingham, Ala.
Gentlemen:—Replying to yours, etc.

Model for ending Business Letter:—No. 2.

I remain, gentlemen,
Very respectfully,
Francis R. Stanton.

After five days return to
BLOUNT MAN'F'G COMPANY,
Wilkesbarre, Pa.

Stamp

Messrs. J. L. Crawford & Co.,
P. O. Box 1039,
Louisville,
Ky.

Stamp

Miss Frances R. Lee,
105 E. Calvert St.,
Baltimore,
Md.

Stamp

Mrs. Jno. P. Quesenberry,
Dale's Mill,
Wayne Co.,
Ga.

After five days return to
BLOUNT MAN'F'G COMPANY,
Wilkesbarre, Pa.

Stamp

Stamp

Stamp

December 30, 1898.

My dear Louise,

To-morrow night a small but merry party of us intend to speed the parting year with social enjoyment, and we feel that our circle will not be complete without you. Can you not join us? I shall anxiously await your reply.

Your friend,

Ida R. Poynter.

Miss Louise Leighton,

Miss Louise Leighton,
815 Madison Avenue,
New York,
N. Y.

Friday, Dec. 31, 1898.

My dear Ida,

It gives me much pleasure to accept your kind invitation for to-night, and I promise you that not one of your merry companions shall be gayer or happier than

Your loving friend,

Louise Leighton.

Miss Ida R. Poynter.

Miss Ida R. Poynter,
218 Madison Square,
Baltimore,
Md.

Mrs. Edward Durand requests the pleasure of Mr. Theodore Courtenay's company at a Xmas party on Tuesday evening next.

18 Madison Ave., Dec. 23. R. S. V. P.

Mr. Theodore Courtenay accepts with pleasure Mrs. Durand's kind invitation for next Tuesday evening.

251 Mt. Vernon St. Dec. 24, 1898.

Formal Note declining Invitation.

Mr. Theodore Courtenay regrets that a previous business engagement will prevent his accepting Mrs. Durand's kind invitation for next Tuesday.

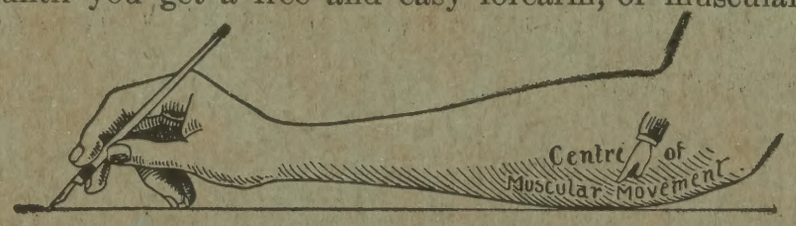
251 Mt. Vernon St. Dec. 24, 1898.

at the end. Place the penholder in this fork in such a manner as will cause the hollow of the pen and the hollow of the hand to face the paper when you write. Let the end of the thumb press opposite the first joint of the front finger, but do not let the thumb touch the finger. The penholder should be seen between them. Let the thumb bend out—never in. The penholder should fit to the front finger, crossing just in front of knuckle joint, which is better, as a rule, than to let it drop below knuckle joint, though where this is found to be more natural and easy to the pupil, it is allowable.

Let the third and fourth fingers bend under, about half shut, so that the tips of the nails will rest on the paper or desk, rather than the fleshy part of the fingers. This will cause the hand to glide over the paper more smoothly and prevent the fingers from leaving a greasy substance on the paper and thus make it an unsatisfactory writing surface.

Let the full part of the arm, just in front of the elbow, rest lightly on the desk. Be sure to turn the hand and arm far enough to the body to cause the hollow of the hand and pen to face the paper and the penholder to point over the shoulder.

Movements.—Now you are ready to write. A new pen should be dipped in ink and rubbed with a bit of paper or cloth, so that it will hold and let down ink better. Having placed the penholder between the thumb and fingers properly and the arm on the desk, begin your movements before putting your pen on paper, as follows: Move the joints of the fingers and the thumb back and forth for at least three minutes or until the pen can be easily held in proper position under this movement. Now ink your pen and put it on paper and continue this movement, retracing the same line, an inch long, on an angle of 54° (the main slant of your writing) forty times. Now make an oval one-half inch long and five-sixths as wide, with the arm movement, back and forth through the sleeve. See that you keep hand, arm and body in proper position. Keep up this practice until you get a free and easy forearm, or muscular



movement. Now try the combined finger and arm movement on the straight line and the oval. Watch your practice and keep it up until you can use the combined movement with some degree of ease and speed.

You may now take up some other characters or letters and practice the three movements until you are at least somewhat familiar with them. All this work may be done on loose paper, or on Writing Book No. 1.

If necessary, in case of very young students, the above exercises may be reduced.

CONSTRUCTION OF LETTERS.

Each line of writing space consists of five equal parts, horizontally divided, three above and two below the line upon which the writing rests, called base line. The letters i, u, w, n, m, v, o, a, x, e, c, extend one space above base line; r, s, 1¼ spaces; t, d, p, 2 spaces; p and q, 1½ spaces below; all capitals extend 3 spaces above, while Z, Y, J extend 2 spaces below also.

The figures extend 1½ spaces above base line, except 6, which extends two spaces, while the stems of 7 and 9 run one-half space below.

Joinings.—For illustrations of these measurements and the width of letters, unit of measure, slants, &c., see next page. There are two principal joinings—angular and short turn. The former is shown at the top, and the latter at the bottom of u. The angular joinings are sharp, but the lines should separate at once. The turns should be short, but not sharp. The pen must stop at angles, but should not at turns.

Taking Off the Pen.—The pen should be lifted from the paper as seldom as possible. The letter x, as well as every other small letter, should be made without lifting the pen. All the capitals except X, T, F, K, should be made without lifting the pen. The A and H used in most copy-books require lifting the pen twice. Our forms are as desirable in every way and do not require lifting the pen at all.

The connective curves are made with the upward movement; the straight, or main strokes are made downward.

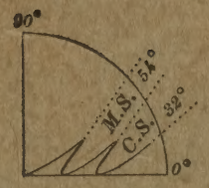
The important parts of capital letters are the direct oval (shown in O), the reversed oval (shown in X), the capital stem (shown in T). The oval part of capital stem should be in shape of an egg, and on a slant of about 17°.

Observe the difference in downward strokes in reversed ovals of V, U, Y, and those of W, X, Q, Z, H; also those of N and M. See next Page.

We desire also to call special attention to the following new and excellent text-books. Full descriptive circulars and catalogue will be sent on application: Johnson's Primer—beautifully illustrated in colors—prepared by an experienced primary teacher; Johnson's series of School Readers—First, Second, Third, Fourth and Fifth. The special aim of the authors and publishers in the preparation of these readers was to prepare a series of well-graded text-books, at the same time selecting such matter as would aid in cultivating a love of nature and also assist in the cultivation of the higher virtues. Lee's series of School Histories—Primary, Brief and Advanced; Smithdeal's Grammar, Speller and Letter-Writer—separately and all combined—adapted especially for work in high schools, business colleges, &c.; Southern Literature, by Miss Louise Manly; Teusler's Outlines of German Literature; Maury's History of Virginia; Thomas's Written Spelling Blanks; Southern States of the American Union, by Dr. J. L. M. Curry; Patrick's Grammars—Primary and Advanced; Richardson's Little Lessons in Plant Life for Little Children; Manual of Bible Morality; Graham's Arithmetics—Primary and Elementary; Henning's Geography of Virginia; White's Origin of the Pentateuch; Pollard's Tablets—Shakespearan and Literature; Smithdeal's Book-keeping; Simonton's Federal Courts, etc.; Shearer's Bible Course Syllabus (3 volumes); McLauchlin's Pensa Prima Latina.

B. F. Johnson Publishing Co., Richmond, Va.

SCALE OF SLANT AND MEASURE FOR SMITHDEAL'S WRITING BOOKS.



The unit of measure is called a space, which in average writing is one-eighth of an inch, but we must have a measure which applies to all sizes of writing, hence small *u* is taken as the standard of measurement, as it is a space high, and a space wide between the two main strokes. A space in width is usually less than a space in height. A careful observation of the most rapid writers shows a slight tendency toward lessening the slant of the 52°, but not to adopting the vertical system, which is now somewhat prominently advocated. From a business standpoint, we may find it necessary to publish a vertical series of books, but we do not believe the vertical will ever supplant the slant system. In these books, therefore, we use 54° M. S. (Main Slant) and 32° C. S. (Connective Slant), as shown in the diagram above. For construction of letter see preceding page.

SHORTEST LETTERS.

PARTLY EXTENDED LETTERS.

EXTENDED OR LOOP LETTERS.

FIGURES.

DIRECT OVAL CAPITALS.

REVERSED OVAL CAPITALS.

CAPITAL STEM LETTERS.

VARIETY CAPITALS.

MUSCULAR EXERCISES.

CAPITAL LETTER MUSCULAR EXERCISES.

Copyright, 1898, by B. F. Johnson.